



Employee Services Division

Office of Oceanic and
Atmospheric Research (OAR)

May 11, 2021

Volume 2, Number 5

“Life is like riding a bicycle. To keep your balance, you must keep moving.”

IMPORTANT REMINDERS

01. Click [here](#) for ePar form

02. Monthly HR Liaison Meeting – 6/2/2021 @ 2pm

03. Enterprise Services – Helpful [SOPS](#)

AWARDS

The Women of Color (WOC) STEM Conference recognizes outstanding women in the STEM fields. The conference focuses on the development of women in STEM careers while ensuring that the superior achievements and importance of these outstanding women are highly visible to all conference participants. This historical conference and minority awards are completely diverse, totally inclusive, and open to all women.

- WOC Technology All-Star Award: Recognizes professionals with 22 years or more in the workforce who have demonstrated excellence in the workplace and in their communities.
- WOC Technology Rising Star: Recognizes professionals with 21 years or less in the workforce who are helping to shape technology for the future.

The Women of Color (WOC) Awards submission deadline is **May 15, 2021**. Please submit your application to oar.awards@noaa.gov. The nomination form can be found here: [WOC Nomination form](#).

- WOC Technology All-Star Award – **May 15, 2021**
- WOC Technology Rising Star – **May 15, 2021**

NEW LANTERN OPPORTUNITIES

Check out these new LANTERN opportunities and more on Open Opportunities!

- [Acting Chief of the Habitat Ecology Branch in the Northeast Fisheries Science Center](#)
- [Lead Policy Analyst for Restoration Center](#)
- [Diversity Specialist](#)

[EMPLOYEE SERVICES DIVISION](#)

Director – Andrea Arnold

Employee Recruitment & Strategy Team

Tim Ash Scott
Elizabeth Haefeli
Victor Villones
Joshua Conyers



TIME AND ATTENDANCE

This is a friendly reminder to please have all time/attendance requests entered into WebTA and validate your timecard by 5:00 pm on the 2nd Friday of every pay period. Please visit the [HUB Coronavirus](#) info portal for links to additional official guidance from OPM.

Employee Development & Recognition Team

SheRee Lee
Keeli Otto
Antoninette Griffin
Camille Henry

TRANSIT SUBSIDY

For guidance on using the transit subsidy program during COVID-19, please refer to [this link](#). Individuals who are in maximum telework status should stop recurring payments.

SUPERVISOR CORNER

Management Skills for New Supervisors (MSNS):

- July 26-30, 2021 (Eastern Time)

Registration via the Commerce Learning Center ([CLC](#))

NEW EMPLOYEE CORNER

To help new employees and supervisors with the onboarding process, we have developed checklist with important information helpful to getting started in OAR.

[New Employee Information Page](#)

[New Employee Checklist](#)

[Supervisor Checklist](#)

[IT Property Forms](#)

[Group List](#)

HELPFUL LINKS

[OAR HUB](#)

[Enterprise Services](#)

[Commerce Learning Center](#)

[NSDesk Self-Service](#)

[Detail Opportunity Submission Form](#)

[Open OAR Detail Opportunities](#)

[ePAR Instructions](#)

OAR LEARNING

To kick-off our annual Soar Into Summer Series, we are partnering with the National Ocean Service (NOS), Management and Budget Office and the Office of Human Capital Services (OHCS) to offer our Hiring Process webinar series between May 18th and June 24th. The series is composed of 10 one-hour modules and is aimed at hiring managers, HR liaisons, and others involved in the hiring process. Please feel free to attend some or all of the sessions. Registration link can be found [here](#).

Training Dates:

- 5/18 @ 2:00 PM EDT: Session 1, Introduction to the Hiring Process
- 5/20 @ 2:00 PM EDT: Session 2, Merit System Principles and Prohibited Personnel Practices
- 5/25 @ 2:00 PM EDT: Session 3, CAPS Classification
- 5/27 @ 2:00 PM EDT: Session 4, RADS Step-by-Step
- 6/8 @ 2:00 PM EDT: Session 5, Recruitment Strategies
- 6/10 @ 2:00 PM EDT: Session 6, Compensation & Incentive
- 6/15 @ 2:00 PM EDT: Session 7, Vacancy Announcements (Job Analysis & Specialized Experienced)
- 6/17 @ 2:00 PM EDT: Session 8, Selection Process
- 6/22 @ 2:00 PM EDT: Session 9, Security & Onboarding
- 6/24 @ 2:00 PM EDT: Session 10, Summary and Q&A



We are pleased to announce the call for applications for the NOAA Leadership Competencies Development Program (LCDP). Applications for the LCDP Cohort 12 are currently being accepted through **Friday, May 21, 2021 at 11:59pm EST**.

Changes to this year's program include:

- The program is now open to GS-11 through GS-15 (CAPS equivalent Bands 3-5).
- Supervisor approval will be shifted to a notification in the middle of the process, following rating and ranking panel process and prior to formal interviews.

The [LCDP website](#) contains the application, information regarding the application process, list of former cohort members willing to provide support during the application process, etc.